

Roanoke Connect #27

eNewsletter

April 23, 2007

Dear Stuart,

Over 1850 individuals from 44 states now receive this eNewsletter. To read about some of our **success stories** [click here](#). If you have one to add, then let us know.

Virginia Tech

Special Events Coordinator

Public Relations and Marketing Practitioner III - University Development

Plans and coordinates assigned university wide special events such as special donor and campaign events involving the university's major donors and prospects. Ensures that events conform to the highest standards, flow smoothly and are successful. Advises other departments on campus on special event programming. Researches and maintains information on participants, writes correspondence and other publicity materials when needed.

For more information, contact Hunter at hgresham@vt.edu or visit online at www.vt.edu.

Carilion - Various

The largest employer in the region is looking to fill the following positions. For more info, email Kara at kfitzpatrick@carilion.com and apply at www.carilion.com.

Decision Support Analyst

Provides data analysis and review for computer systems in Decision Support. Gathers, analyzes and balances information as requested by Carilion management, Accounting or Finance. Ensures numbers tie to appropriate source with analytical skills to check for reasonableness and trends. Completes a variety of survey requests using many sources of data. Utilizes systematic approach, and problem solving tools as appropriate in data analysis or in generating solutions. Applies knowledge of Excel, Access, database programs, and specific add-in and extraction tools of different systems.

Bachelor's Degree required, preferably in Accounting or Finance. Two to three years data management experience preferably in a healthcare environment. Excellent oral and written communication skills, Collaborative problem solving skills, ability to work well with all levels of employees. Strong analytical skills and comprehensive knowledge in spreadsheet and database creation and manipulation.

Help Desk Specialist

Provide end user support for a variety of hardware and software issues; Identify, research and resolve technical problems; Answer and respond to telephone calls, email and personnel

requests for technical support from multiple locations; Document, track and monitor problems to ensure a timely resolution; Create troubleshooting documentation; Work on assigned projects. **Requirements:** 2-3 years of Help Desk experience (including call and ticket handling); In-depth knowledge of PCs, operating systems and mobile devices; Excellent customer-service skills; Excellent verbal and written communication skills; Patience, tact and the ability to work under pressure; Able to work independently as well as part of a team **Prefer:** Help Desk Certification; CompTIA A+ Certification

Education Tech. Assistant

Education Technology Assistant is responsible for overall supervision of the Educational Technology Center, administers tests, tracking and evaluating student progress; monitoring lab usage; installing computer software and hardware, troubleshooting and assisting students with problems in the lab. Bachelor's Degree in Education, Instructional Technology, Computer Applications or related field. **Experience** - Experience with an individualized learning, computerized environment preferred. Skilled in the use of Personal Computers and Software Applications. Ability to perform minor hardware installations preferred. Excellent people skills needed. Strong oral and written communications skills required. Excellent organizational abilities and a basic understanding of educational principles and methodologies also required

Cox Communications

Many - For more info, contact Lemena at Lemena.Thornton@cox.com.

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Transmission and Data Technician
Show Producer/Director
Technical Customer Care Rep
Central Systems Manager
Digital Store Sales Rep
Product Specialist

All interested candidates **MUST APPLY ONLINE** at www.cox.com/coxcareer. No mail in resumes accepted. **Deadline to apply is May 6, 2007.**

Tecton Products

Controls Technician

- Troubleshoot, install, maintain and repair equipment control systems
- Understanding of control fundamentals including relays, contacts, solenoid and PLC's
- 2 year technical degree or 5+ years manufacturing experience working with PLC programming is required

Machine Operator - Nights

- Manufacture composite components to required specifications through efficient operations of production equipment
- Familiarity with hand tools and measuring equipment
- Monitor and document processing controls using SOP's
- Troubleshoot and correct process related defects
- Disassemble, clean and reassemble equipment
- Requirements include strong mechanical aptitude and basic math skills
- Ideal candidate needs to be safety focused, highly motivated, energetic, and possess a strong work ethic
- Shift hours include 6:30 pm till 6:45 am
- Salary range: \$11.20 - \$12.75

Tecton is a high-energy, growth-oriented company that places top priority on associate safety and product

quality. We believe strongly in promotion from within, and offer our associates a full benefits package that includes health/dental insurance, 401(k), profit sharing and paid vacation - just to name a few! Learn more by visiting us at www.tectonproducts.com or email Adrienne at ABarnett@tectonproducts.com

Kissito Healthcare - Accountant

This firm looking for a degreed accountant to join their team. They are looking for someone that has experience with bank reconciliations, journal entries, month end entries, balance sheet reconciliations. Kissito Healthcare operates ten long term care facilities in VA, MD, AZ, TX. For more information email Terri at terri.wilks@kissitohealthcare.org or visit online at www.kissitohealthcare.org.

Pulaski Health and Rehab

This firm has an **Admissions Director** position open. It is managing the admissions process with families/staff and external sales calls to our referral sources (hospitals, doctors). It is an excellent position and the pay/benefits are good. This person must have a college degree and medical knowledge and sales/marketing experience is preferred. For more info, contact Jennifer at jbullock@mfa.net or [visit online](#).

Virginia Tech Fair - CANCELLED - Request List of Attendees

Due to the tragedy at Virginia Tech last week, the Roanoke and NRV Career and Lifestyle Fair was cancelled. To receive a list of employers who were scheduled to attend, please email stuart.mease@roanokeva.gov.

Express Personnel

Various professional positions

For more information on these positions, email Michelle at:
Michelle.Glynn@ExpressPersonnel.com

(1) Bilingual Receptionist, (2) Inside Sales Assistant, (3) Part-time Office Assistant- schedule: Tuesday afternoon, Wednesday 8-5 and Thursday afternoon, (4) Receptionist Openings- experience required

For more information on these positions, email Tiffany at:
Tiffany.Worstell@ExpressPersonnel.com

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(1) Business to Business Sales, (2) Quality Assurance, (3) Sales Manager, (4) Help Desk Representatives, (5) Buyer/Planner, (6) Maintenance Technicians, (7) Materials Manager, (8) Maintenance Managers, (9) Graphic Design, (10) Electronic Technicians, (11) Financial Analyst, (12) Field Service Technicians, (13) Accounting Positions, (14) Granite Supervisor

Links

Helpful Links

These links may be helpful to you in your job search process.

[MyHometownJobs.com](#)

[Express Personnel](#)

[Renick Group](#)

[Major Employers](#)

[RoanokeWantsU](#)

[City of Roanoke](#)

[Roanoke County](#)

[City of Salem](#)

[Botetourt County](#)

[Franklin County](#)

[Montgomery County](#)

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